

## **MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**

December 8, 2003

**PRESENT:** Nancy Amato, Chairman  
Cynthia A. Herman, Vice-Chairman  
Noreen A. O'Connell, Member  
Gary Daniels, Member  
Len Mannino, Member  
Katherine E. L. Chambers, Town Administrator  
Darlene J. Bouffard, Recording Secretary

**1. CALL TO ORDER:** Chairman Amato called the meeting to order at 5:30 p.m.

**2. MINUTES:** The minutes of the November 4, 10, 20, and 24, 2003 meetings were presented to Chairman Amato for review. Chairman Amato requested a change to the November 24 minutes, Page 2, Line 35 to correct the spelling of the name to "Stasia Millet, resident"; Page 3 to change to read that Selectman O'Connell and Chairman Amato agreed to assist in finding a suitable location for the Harriet Wilson sculpture; Page 6, Lines 3/4 to remove the sentence on the land swap; Page 8, Line 13 change to read " . . . fundraising time for this organization"; Page 9, Line 8 change to read " . . . Selectman O'Connell would not report back to the Board of Selectmen". Vice-Chairman Herman motioned to approve the amended minutes. Selectman O'Connell seconded. All members were in favor.

### **3. REPORTS OF BOARDS & SPECIAL COMMITTEES:**

**-Board of Selectmen Goals.** There was nothing new to report.

**-DO-IT Committee.** There was nothing new to report.

**-Recycling Committee.** There was nothing new to report.

**-Recreation Commission.** There was nothing new to report.

**-Regional Water District.** On Wednesday December 10, Chairman Amato and Selectman O'Connell plan to attend Building and Planning Department Administrative Assistant Shirley Carl's retirement party at 6:00 p.m., and then go to Nashua for the Regional Water District meeting at 7:30 p.m. Vice-Chairman Herman indicated it would only take three votes to get the agreement signed. It was noted someone on the Committee submitted a draft document to the Attorney General's office to get preliminary feedback. They will not touch it. Vice-Chairman Herman indicated it would be interesting to see what the make up of the Committee was. If Nashua is not signed on, it goes no further. Town Administrator Chambers noted some concern with some of the language in the Memorandum of Understanding (MOU). Vice-Chairman Herman will pull together the list of questions compiled from Public Works Director Bill Ruoff and the Board of Selectmen and e-mail or forward them for everyone to review before the meeting.

**-Merton Group.** There was nothing new to report.

**-Solid Waste Committee.** There was nothing new to report.

**-NRPC Update.** There was nothing new to report.

**-Impact Fee Committee.** There was nothing new to report.

**-Planning Board.** There was nothing new to report.

**-Conservation Commission.** There was nothing new to report.

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**-Community Town Wide Planning Facilities Committee (CTWPF).** There was nothing new to report.

**-School Board.** There was nothing new to report.

**-Heritage Commission.** There was nothing new to report.

**-Personnel Committee.** There was nothing new to report.

**-MIDC.** There was nothing new to report.

**-Zoning Board.** There was nothing new to report.

There were no other reports for this evening.

### 4. APPOINTMENTS:

**- 5:30 p.m. - Regional Water District Charter Discussion.** DPW Director Bill Ruoff and DPW Assistant Director Tom Neforas attended the Board of Selectmen's meeting share their thoughts and provide comments on the Draft Regional Water District Charter. Mr. Ruoff advised the Board of Selectmen that they should move cautiously - we need to understand what the financial obligations are and what the Town will have to give up to be a part of the District. He noted the Regional Water District Charter contradicts itself regarding the member's involvement and ownership. The Charter also states a management team will be set up, but it also states it will hire a third party group to run the Regional Water District. Having the Charter based on the number of customers per Town does not seem right; it should be based on the volume of water used by a municipality. This is important to Milford because we are the second largest purchaser of bulk water.

Mr. Ruoff asked about resources planning and capital improvements planning as indicated in the Charter – 20 years is too far out; 10 years would be the maximum we would want to project. Vice-Chairman Herman felt "resources" meant water resources (supply & demand). Mr. Neforas indicated he also felt 20 years was too far out to project. Vice-Chairman Herman did not believe Milford would be turning over its municipal water ownership - the Town needs to make sure that it is clear in the Charter that we do not relinquish ownership. Mr. Ruoff advised the Town owns its own system and buys water from Pennichuck Water Works; we should not give up ownership of our water system. If the Town ends up on the outside of the Regional Water District, what happens to the franchise items Pennichuck has in Town? Chairman Amato asked for specific examples of where Mr. Ruoff felt the Charter contradicted itself. Mr. Ruoff pointed out on page 12, "land not needed for water systems". Vice-Chairman Herman advised PUC mandated this clause. Mr. Ruoff indicated they only mandated it for 4 years, and asked what would happen after that?

Vice-Chairman Herman indicated one of the concerns of Nashua was that road changes are coordinated with the capital improvements so that projects can be completed without needing to dig up the streets repeatedly. The goal is that Nashua will push ahead and purchase Pennichuck Water Works or take it by eminent domain; but in the meantime, if the Regional Water District gets pulled together it will purchase Pennichuck Water Works instead of Nashua purchasing on its own or the District would purchase it from Nashua. There should not be any tax impact or liability on the member communities. Mr. Ruoff asked if the Committee had considered letting Nashua buy Pennichuck Water Works and then just buy water from Nashua without being involved in the purchase? Vice-Chairman Herman indicated she had not thought of that, but would ask the question. Vice-Chairman Herman indicated she was concerned if eminent domain includes the service agency or real estate. Selectman O'Connell agreed with Mr. Ruoff about our water system and found a lot of inconsistencies through the Charter as well. On page 12, Selectman O'Connell indicated it stated "selling water out of the aquifer to any person or entity" - that is an issue. Another question is the 5-year terms of the District Board members, if that is the case, who would the nine members be? It could not be a Board of Selectman because the term for them on the Board is 3 years. Vice-Chairman Herman indicated originally it was discussed that no person on the Charter Writing Committee could be on that Committee, but now that has changed, the Representative can be a resident in the municipality and that is it. Mr. Ruoff indicated he believed the Board of Selectmen would decide how that person is assigned whether it is an elected position or not. The management group also has to be made up of residents of the municipality.

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Chairman Amato pointed out page 20, number 6, and inquired how that could affect the BROX property. Mr. Ruoff noted he was more concerned with the other portion of that paragraph. Vice-Chairman Herman advised if there was a change of ownership at Pennichuck Water Works the contract could be renegotiated. Selectman Mannino asked if there was anything positive for the Town and the citizens in agreeing to the language in this Charter. Mr. Ruoff indicated as it is worded right now, no; there is too much that is unanswered. Gil Bliss, Union Leader journalist, asked where this process stands? Vice-Chairman Herman explained there is a meeting on Wednesday where the representatives from each town will bring any questions to the meeting to be addressed and the Charter Committee will address any questions from the Towns. The document is still a draft; the language in the Warrant Article allows us to go into negotiations.

**- 6:00 p.m. - Presentation of Master Road Scholar Achievement Award to Carl Somero.** Highway Foreman Carl Somero has achieved the status of Master Road Scholar. Mr. Ruoff remarked Mr. Somero had done an excellent job and had worked very hard to achieve this status. He noted they are working on having more DPW employees attend this program that UNH offers. Mr. Somero's expertise will enhance DPW and he is to be congratulated. Board of Selectmen Chairman Nancy Amato presented a Certificate of Achievement to Mr. Somero on behalf of the Board of Selectmen. Mr. Fluharty from the UNH program explained the requirements of this curriculum consists of participation at workshops held around the state and UNH wanted to reward the people who accomplished this title. The highest level is Level 4 Master Road Scholar, which consists of 20 workshops through the state. Mr. Fluharty then presented Mr. Somero with an award and explained Mr. Somero had attended many different courses in order to achieve this.

**- 6:10 p.m. - Interview of Heather Nelson for Zoning Board Alternate Position.** Chairman Amato asked Heather Nelson, citizen, why she was interested in serving on the Zoning Board. Ms. Nelson responded she had first gained her interest while researching NH Land Laws Use to create a presentation for the Zoning Board regarding a zoning issue she had. She was later granted a variance by the Zoning Board and found that the process was very interesting. Selectman Daniels attended the meeting when Ms. Nelson presented her case and thought she did a very thorough job. Selectman Daniels indicated he would highly recommend her for the ZBA. Selectman Daniels motioned to approve the appointment of Heather Nelson as a Zoning Board alternate. Selectman O'Connell seconded. All were in favor.

**- 6:20 p.m. - Community Development Block Grant (CDBG) Public Hearings.** Housing Initiatives of New England Corporation representative Cyndy Taylor and Planning Director Bill Parker were present to explain the CDBG for the expansion of the Mill, a senior housing complex and answer any questions. Chairman Amato opened the Public Hearing on the Housing and Community Development Plan at 6:20 p.m. Mr. Parker indicated one of the requirements of the Federal and State governments in applying for this grant is to hold a public hearing on housing and community development plans. Mr. Parker described the benefits of the plan and advised it was an expansion of the Comprehensive Plan. It was noted this is the same presentation that was made previously by Ms. Taylor at the last Board of Selectmen's meeting. Ms. Taylor explained the plan and stated originally this project was to be done under a housing rehabilitation plan. The improvements that will be made with the grant funding will be used for specific areas, including the parking area, replacement windows, lighting, and patio improvements, scaffolding and siding. She added the grant also allows for administrative and contingency funds and indicated there would be audits performed and that contractors would be required to abide by the rules of the grant. She advised the application explained why these items would be done. Chairman Amato asked for public comment, and there were none.

At 6:30 p.m., Chairman Amato opened the Public Hearing on the Community Development Block Grant. It was noted there is a strong need for senior housing in Milford and that this project will serve low to moderate-income people. As far as competition, Ms. Taylor noted she believed this was the only application in process at this time and the deadline is in January. Tonight, a public hearing needed to be held for public comment and this will allow another CDBG to be put in next year. The plan and application need to have public hearings, and then a vote by the Board is needed. After that, it would need to be signed by the Chairman of the Board of Selectmen. Vice-Chairman Herman asked about the list of improvements that Ms. Taylor was presenting and inquired if all of the projects listed would be completed with money from the grant? Ms. Taylor replied the grant would be for specific things and she would be trying to get other funding to do some other items. She advised this money was just targeted for the improvement to the Mill building. She noted these were the same ideas for improvements that were discussed at the last meeting. Mr. Parker indicated the Town would be going after the lighting and sidewalk funding separately.

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Chairman Amato asked what money would pay for Mr. Parker's time? Mr. Parker replied it would come out of the administrative portion of the grant funds. Chairman Amato asked what the minimum age was to be a residents at the Mill? Ms. Taylor answered it is 62 years old unless an individual is handicapped. Vice-Chairman Herman asked how many additional units would be added with this grant? Ms. Taylor replied there are 45 units there now, and this would add 25 more units. Chairman Amato asked for public comments. There were none. Vice-Chairman Herman asked where the total funding was coming from. Ms. Taylor explained there would be \$500,000 from this CDBG grant; NH Housing Finance Authority would provide a mortgage; and noted the structure of the funding was extremely complex. Town Administrator Chambers asked if this grant was not received, what would be the impact? Ms. Taylor replied the street improvements might not get done and the housing improvements would not be done.

Finance Director Rose Evans asked who would be responsible for generating the financial records? Ms. Taylor indicated she would be responsible; the grant would be in the Town's name but Ms. Taylor would oversee the overall project. The only money the Town would handle is the \$500,000 grant funding. Ms. Evans asked if the Town would have to submit the federal financial records? Ms. Taylor advised the Town would have to and she indicated that person's time would be paid for through the administrative fund, or a consultant could be hired. Chairman Amato asked if there were any public comments and there were none. The public hearing on the Housing and Community Development Plan and the Public Hearing on the Community Development Block Grant were closed at 6:40 p.m. Selectman O'Connell motioned to approve the Housing and Community Development Plan, to approve the CDBG application, and to authorize the Chairman of the Board to sign grant application. Vice-Chairman Herman seconded for discussion. Vice-Chairman Herman stated if the time impact on Town employees becomes too much, the Town would seek outside help to be funded by the grant. All were in favor.

**- 6:45 p.m. - Proposed Changes to Milford Welfare Guidelines.** This appointment was a follow up to the November 10, 2003, presentation made to the Board by Welfare Director Maria Brown on proposed changes to the Milford Welfare Guidelines. Vice-Chairman Herman asked for further details about the invitation Ms. Brown had given to Board of Selectmen members to attend a client intake interview. Ms. Brown explained some people applying for welfare would be okay with a Selectman attending, others would not. She indicated if a Board member wanted to sit in on an interview, Ms. Brown would clear it with the applicant first.

Selectman Mannino asked if there was a recommended amount of money people could keep in their savings account? Ms. Brown answered if someone is receiving assistance, they most likely do not have a savings account. Ms. Brown indicated she does not encourage people to start saving, but if they have money in the bank, it is counted as an asset.

Selectman Mannino asked why it was being proposed that property taxes be made an allowable expense - wouldn't the Town put a lien on the property if needed? Ms. Brown responded she was trying to calculate the basic living needs and she would consider the property tax as a basic living need for those who have a property. Town Administrator Chambers indicated if the property tax were an allowable expense, we would be effectively giving them money so they can give it back to the Town, where if a lien on the property were issued, the money would be paid at a later time. Vice-Chairman Herman indicated she believed this was addressing the present time, not what occurred in the past. Town Administrator Chambers advised this proposed change to the allowable expenses in the Welfare Guidelines was for when someone is paying property taxes directly, if it is escrowed it is included in their mortgage expenses (which are allowable expenses), but if the person owns their home and pays the taxes themselves, they currently cannot claim it as an allowable expense.

Selectman Daniels asked if prescriptions that are not medically necessary are allowable expenses? Ms. Brown indicated it was at the discretion of the Welfare Officer to decide; right now birth control was not an allowable expense and she would like it to be an allowable expense, though the Town would not pay for it. Selectman Daniels asked why birth control would be considered medically necessary? Ms. Brown advised it was not medically necessary, but she indicated she was trying to promote that people not have children when they are not ready to do so. She would like to allow birth control because she felt, as Welfare Director, it could save the Town money. She also indicated some welfare officials in other municipalities cover it and some don't. Vice-Chairman Herman motioned to approve the changes, including that birth control prescriptions be an allowable expense (but not be paid for by the Town). Selectman O'Connell seconded. All were in favor of the motion, except Selectman Daniels and Selectman Mannino who were opposed.

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**- 7:00 p.m. - Police Station Proposal.** In the Town Hall Banquet Hall, the Facilities Master Plan Committee held a presentation of their recommendations for a new Police Station. Facilities Master Plan Committee Chairperson Donna Barr explained the Committee would make its presentation of the recommended plan, after which questions would be taken and answered. Committee member Rodny Richey introduced all members of the Committee and explained the Committee was charged with looking at the needs of all emergency services facilities first. He indicated they received input from the community in the form of a survey that was sent to Milford voters and he indicated the Committee learned a great deal from it. The report that was generated after focus groups were held with citizen participation in regards to the matter was another factor they considered when choosing a police station proposal. He indicated lots of sites were looked at - 20 in all. The list was then narrowed to four sites and a long-range plan was developed for the Town.

Ms. Barr indicated of all Town facilities, the police station had the most urgent issues that needed addressing. She then went into detail about the proposal to construct a new police station at the current Garden Street School building site. It was found the existing school building could not be renovated without significant additional expense in compassion to demolishing the current facility and building a new police station on the site. A new building would have 15,500 square feet of space in a two-story building on the 2-acre site. It was indicated a Building Committee would be formed to guide the design and identify any grants that might be available to offset the cost to the taxpayers, etc. It was also noted the possibility of selling the current police station site has been discussed. Mike Castagna of Consulting Group LLC presented the layout of a building on the Garden Street property. He advised the site would work, but it would only provide minimal parking. He indicated the safety requirements could be met and that security is built into the design. Ms. Barr continued, stating the Sage School, who is still located at Garden Street School, would need to rent another space if this plan were implemented. So far, via e-mail, the feedback from the community on this proposal has been positive. The questions that were most frequently asked were addressed as follows:

1. Why do we need a new police station? A new facility is needed because several areas of the existing building do not meet building codes, there is no heat in part of the building, it has lack of space to meet police regulations, and people perceive it as a “sick building”.
2. Why did the Facilities Committee choose the Garden Street site? The Garden Street site is the best feasible/cost effective solution; it puts the station in a downtown area; it is Town-owned; has excellent vehicle access; has existing utilities; needs minimal site work; and is immediately available.
3. Why take down the Garden Street building? It was noted the inner walls are made of terra-cotta which does not meet State building codes (it would cost an additional \$900,000 for reinforcement); seismic reinforced walls would cause a loss of 8,000 square feet of building; and the floor plan layout is not optimal for police usage.
4. What is included in the conceptual design? Training/community room; men’s & women's locker rooms, 5 cells (1 padded), booking room, 3 interview rooms, offices for staff, sally port, evidence/storage space, kennels, security systems, conference room, lunch/kitchen area, men’s & women's bathrooms, squad room, roll call room, Sergeant's room, Detective's room, administrative space, communication room, impound lot, and future growth space.
5. Why a 15,500 square foot facility? To meet current and future needs.

The Committee would like to see a warrant article on the ballot for this new station. This is a 20-year plan and the Committee feels confident about it. The ballpark figure is \$3,000,000. Ms. Barr asked for questions. Selectman Daniels asked about the need to test the sirens in vehicle during shift changes and how that could affect residential neighbors. Committee member Dino Pioli indicated most patrol cars respond to calls from their sector, not from the station. Captain Fortin also added the sirens can be checked without activating the sound during shift change. David Brooks, Nashua Telegraph journalist, asked if it passed Town vote in March when the station would be complete? Mr. Castagna answered it would take 2-3 months to design, then about 7 months to build, so it would open around Christmas 2004. After further discussion and questions, the Board of Selectmen thanked the Committee for their hard work and consideration.



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### 5. UNFINISHED BUSINESS:

- **Forms of Future Town Government Committee.** It was noted Vice-Chairman Herman and Selectman O'Connell have drafted a letter that will be sent to the people who expressed interest in joining this Committee. Town Administrator Chambers asked who amongst the Board of Selectmen would like to attend the kick-off meeting. Selectman O'Connell suggested these citizens who expressed interest should come to the next Board of Selectmen's meeting for a brief discussion. It was noted this was the last item in the Master Plan that still needs to be addressed. It was agreed the interested people would be invited to the next Board of Selectmen meeting on December 17. Chairman Amato will sign the letter on behalf of the Board of Selectmen. Gil Bliss, Union Leader journalist, asked if the people indicated are established as the Committee or is its membership still open ended? Vice-Chairman Herman replied the Committee was still open at that time. Chairman Amato estimates the committee will run for about one year.

- **MACC Base Contract Discussion.** Vice-Chairman Herman explained the Town of Lyndeborough wanted to extend the existing contract with MACC Base for 3 months, which was not well received by the MACC Base staff. She noted her concern with a contract extension is that it affects the budget because if a town withdraws, in March Milford would be responsible for coming up with their funding portion of MACC Base. An agreement was made that the deadline would not be extended beyond the existing deadline of December 31, 2003. Instead, it was agreed that any current member had until March 31, 2004 to announce that it would withdraw effective December 31, 2004; that would protect the towns and their financial obligation.

Amherst is currently looking at setting up their dispatch through Keene for fire and ambulance. Lyndeborough is considering moving its dispatch service to Keene and having Amherst do police. Vice-Chairman Herman noted she was concerned because it was not just a matter of reducing the work force based on the towns pulling out, because it does not work that way.

It was noted Milford has a \$260,000 budget for MACC Base. Selectman O'Connell asked if Milford would end up owning the hardware. Vice-Chairman Herman indicated Mont Vernon and Wilton did not want that to happen and want MACC Base to continue the way it is written in the contract now. If Milford does not sign the contract, they could continue to operate out of Town Hall but they could effectively move to another location and even though all the towns collectively own the equipment MACC Base uses. MACC Base is adamant that the equipment ownership is tied to the timeline that Milford has with MACC Base. If Milford gives its notice, the Town could not take the console in question until the end of the contract.

Vice-Chairman Herman noted she was trying to figure out all the contingencies. The low staffing situation is a critical problem. They are down to six full time people and MACC Base needs nine full time employees to operate. There is one person who has given notice that she is looking to leave MACC Base. If the contract does not get signed, soon the remaining staff will leave and there is a 6-month training program for new employees in that job. There are no other alternate methods of toning out fire and ambulance in Town at this time. There is still language in the contract that should be reconsidered. The other towns have tentatively agreed to sign the contract prior to changes in the language regarding the relinquishing of the equipment being made. By changing the language to a decision being made by March 31, 2004, it gets the Town settled in this regard through Town Meeting. It was noted this is still a 5-year agreement.

Selectman O'Connell asked about the proposed 90-foot cellular tower that would carry MACC Base equipment that is to be erected on Town Hall. Vice-Chairman Herman advised the Town would still need the tower; the Town co-licensed the frequencies. If the Town has to take over the communications, we would have the ability to hire out the service to the other towns, in which case the Town would provide the service. It was noted there would be a meeting Wednesday at 12:30 at Town Hall with emergency managers to discuss this and what the options for the Town are. Another MACC Base Board of Governor's meeting will be held Thursday night at 7:30 p.m. Town Administrator Chambers asked if the new language for the contract would be available for the meeting with Town Counsel Bill Drescher? Vice-Chairman Herman indicated she did not think the language would be ready until Thursday night. Selectman O'Connell motioned to table. Vice-Chairman Herman seconded. All were in favor.

- **Harriet Wilson Project Proposal.** Vice-Chairman Herman motioned to table this item. Selectman Daniels seconded. All were in favor.

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- **Request for Property Tax Abatements (4).** Town Administrator Chambers noted these were already approved but at the time, they did not have dollar values attached. Vice-Chairman Herman motioned to approve the property tax abatements as follows:

<u>Map/Lot</u>	<u>Location</u>	<u>Abatement</u>
007-003 #033	545 Elm Street #33	\$ 61.47
007-003 #033	545 Elm Street #33	\$225.74
007-003 #033	545 Elm Street #33	\$235.12
007-003 #033	545 Elm Street #33	\$205.25

Selectman Daniels seconded. All were in favor.

- **Status of Osgood Pond.** There was nothing new to report.

- **MACC Base Representative Position.** This item is awaiting the recommendation of a candidate.

- **Fire Wards Transition.** . This item is awaiting input from Town Administrator Chambers.

- **Town Wrecker Rotation Policy.** Policy revisions are still in process with Town Administrator Chambers.

- **Consideration of a Traffic Light at the Nashua St. & Power St. Intersection.** Town Administrator Chambers reported the Town received a check for \$580 from Saint - Gobain to help fund a traffic study for Nashua Street and the surrounding area and she added she had been informed another check would be coming from Sapphicon. More information will be available at the next Board of Selectmen's meeting.

- **Intersection of Savage & McGettigan Roads.** Town Administrator Chambers received a call back from the town of Wilton today and was told a letter from the Town of Milford was never received. Town Administrator Chambers has re-faxed the letters, which will be discussed at the Wilton meeting tonight.

- **Non-Public Session - Union Negotiations.** Vice-Chairman Herman motioned to enter into non-public session at 10:45 p.m. Selectman O'Connell seconded. All members were polled individually and assented to go into non-public session. After discussion, Vice-Chairman Herman motioned to come out of non-public session at 11:00 p.m. Selectman O'Connell seconded. All were in favor. No announcements were made.

### 6.NEW BUSINESS.

- **Request to Reauthorize 2003 Warrant Article 4.** Milford Recreation Director Kevin Tyska and the Milford Recreation Commission requested the remaining balance from the 2003 Warrant Article 4 (which provided funding for the renovation of Keyes Field Pool) be reauthorized on the 2004 Warrant for the purpose of building upgrades and expansion of the Keyes Pool House. Selectman O'Connell noted she had attended the Recreation Commission meeting and the discussion was that this expansion fits into the definition of Warrant Article 4 of 2003. Selectman Daniels read from the 2003 Warrant to see if it fit the definition. Town Counsel Bill Drescher has recommended the Board of Selectmen go forward to reauthorize the funding on the 2004 Warrant. Vice-Chairman Herman noted the Recreation Department saved about \$50,000 on the pool renovations. Vice-Chairman Herman motioned to put this on the Warrant for 2004 and to continue to proceed with the understanding that the Board of Selectmen will get clarification that this is the way it will be done and to not authorize the money to be spent until after Town Meeting. Selectman Mannino seconded. All were in favor.

- **Request to Transfer Recreation Department Balance to the Recreation Revolving Fund.** Recreation Director Tyska has requested any funds remaining in the 2003 General Fund account at the end of December 2003 be transferred to the Recreation Revolving Fund to support the budget proposed for 2004. On January 14, 2004, there will be a meeting held by the Recreation Commission to discuss fee schedules. Vice-Chairman Herman noted she was uncomfortable with rolling the money forward because this was the first year the Recreation Department has been self-supportive. Vice-Chairman Herman does not want to roll the money into the Revolving Fund, but would rather have them go into the budget for 2004 with the real numbers for that year without counting the \$30,000 from 2003.

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Town Administrator Chambers indicated if this money were not rolled over, their budget would require additional funding for 2004. Vice-Chairman Herman motioned to deny the rollover request. Selectman Daniels seconded for discussion. Chairman Amato advised in the long run, both approaches have the same result. Vice-Chairman Herman indicated she wanted the budget to be done using real numbers, not money rolled from one year to the next. All were in favor of the motion, except Selectman O'Connell and Chairman Amato who were opposed. Vice-Chairman Herman motioned to increase the Recreation Department budget for 2004 to reflect the real costs of \$120,000. Selectman Mannino seconded. All were in favor.

- **2004 Revenue Budgets.** Finance Director Rose Evans presented preliminary revenue estimates for 2004, which she has prepared, and noted the figures were conservative. It was noted the actual revenues would probably be higher, but they could not be guaranteed at this time. Vice-Chairman Herman motioned to approve that these figures be provided to the Budget Committee. Selectman Daniels seconded. All were in favor.

- **First Reading of New Restricted Parking Zone Ordinance - Forest Street.** An abutter has requested parking not be allowed on Forest Street and an ordinance could not be found that prohibited parking there. Therefore, Chief Douglas has requested this first reading of the parking ordinance and presented it for Board of Selectmen review. Selectman O'Connell indicated Forest Street abuts the St. Patrick's Church parking lot. The ordinance states there shall be no parking of vehicles on Forest Street from the intersection of Amherst Street in a northerly direction to the end of Forest Street and that the Town shall maintain "No Parking" signage so that it is visible to the general public. Vice-Chairman Herman motioned to approve the first reading. Selectman O'Connell seconded. All were in favor.

- **Request to Waive Police Coverage for Christmas Ball.** The Christ's Church of Amherst has requested that police coverage be waived for "The Blessings Ball" on December 13, 2003 at the Milford Town Hall. It was noted this was the fourth year this organization has had the ball in Milford Town Hall. Last year, Milford-based SHARE benefited from the proceeds, however this year it will benefit a different organization. Vice-Chairman Herman motioned to not waive the police coverage; therefore, coverage is required. Selectman Mannino seconded. All were in favor of the motion, except Chairman Amato and Selectman Daniels who were opposed.

- **Board of Selectmen Work Session Meeting Date Discussion.** The Budget Committee meeting to discuss changes to the warrant articles is December 23. December 30 is another Budget Committee meeting with the Board of Selectmen. There will be a meeting December 29 with just the Board of Selectmen to discuss budget issues before the meeting with the Budget Committee on December 30. Town Administrator Chambers indicated the Budget Committee may decide that a percentage cut will be required across the board, at which time the Department Heads will need to figure out where reductions can be made. Another issue requiring Board of Selectmen discussion is the Police Station proposal. January 19 is the Public Hearing when a final proposal will be presented. Town Administrator Chambers recommended scheduling a meeting December 29, at 5:00 p.m. until 10:00 p.m. Another meeting was planned for December 22, from 5:00 p.m. to 10:00 p.m.

- **Voter's Guide Discussion.** It was noted the postcards that will indicate that voters' guides would be available at Town Hall would be mailed prior to the Deliberative Session. Selectman Daniels advised at the School Board meeting it was decided that minority reports would be included in the School District's Annual Report. Selectman Daniels indicated he would like to get as much information as possible to the voters and felt minority reports would be well suited for that. Selectman Daniels motioned to include in the Annual Town Report the Board of Selectmen's minority reports, tallies, and votes of which way members voted (in 1-2 sentences). Selectman Mannino seconded. All were in favor. Selectman Daniels and Selectman Mannino will develop guidelines for these reports.

- **Approval of Timber Yield Tax Warrant.** Vice-Chairman Herman motioned to accept the Timber Yield Taxes in the amount of \$3,434.13. Selectman O'Connell seconded. All were in favor.

- **Request for Partial Release of Security.** Vice-Chairman Herman motioned to approve the partial release of security for Boynton Hill Subdivision in the amount of \$37,534.00. Chairman Amato seconded. All were in favor.

## 7. ITEMS NOT ON THE AGENDA.



## MINUTES OF BOARD OF SELECTMEN MEETING – 12/8/2003

- **Posting Draft Board of Selectmen Minutes.** Selectman O'Connell indicated the draft Board minutes are being distributed prior to Board approval and sometimes corrections are made after distribution, and then approved, and she inquired if that was problem? Town Administrator Chambers agreed the minutes go out as a draft and that has been the case for many years. Selectman Daniels advised most draft minutes are posted on the website. Selectman Daniels advised after 144 hours by Statute the minutes needed to be available to the public. Selectman Daniels motioned to just send the draft minutes to the Board of Selectmen and to whoever asks for them and just post and distribute the final minutes. Selectman Mannino seconded. All were in favor.

- **Amherst Watershed.** It was noted Pennichuck Water Works is going to the Souhegan Valley Watershed Commission who would like Milford to protect their water source. Vice-Chairman Herman indicated we could not do that; it would open it up for them to want in on using Milford's Wastewater Treatment Facility. The Amherst Zoning Board is meeting December 16. Selectman O'Connell indicated they could not join our sewage plant. The Board of Selectmen took this under advisement.

- **Bedford Town Manager.** Town Administrator Chambers received an email from the Bedford Town Manager requesting the support for the reappointment of NHDOT Commissioner Carol Murray. Selectman Daniels motioned to take this under advisement. Selectman O'Connell seconded. All were in favor.

- **Melendy Road Trees.** Previously it was noted several tree trunks had been left standing limbless on Melendy Road following work by PSNH on the poles, the Town had requested their complete removal. DPW has advised the Melendy Road tree trunks will be removed by December 16. Vice-Chairman Herman asked what the policy on pole placement was and who would a resident call if the placement seemed incorrect? Town Administrator Chambers suggested they speak with Code Inspector Kevin Lynch or Public Works Director Bill Ruoff who could go look at a pole.

- **Job Responsibilities Form.** Vice-Chairman Herman had requested Board members fill out the same job description questionnaire that all Town employees had recently completed and she noted she was still waiting to get back some of the forms from Board of Selectmen members. Chairman Amato and Selectman Daniels indicated they would get them done and forward them Vice-Chairman Herman as soon as possible.

### 8. INFORMATION ITEMS.

### 9. ANNOUNCEMENTS.

- **Next BOS Meeting.** The next regular meeting of the Board of Selectmen will be Wednesday, 17 December 2003, at 5:30 p.m.

There being no further business to come before this Meeting, the Board adjourned at 11:00 p.m.

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Chairman

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Vice-Chairman

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